



**Atlanta Workforce Development Agency (AWDA)
Local Workforce Investment Board (LWIB)
Meeting Minutes: Wednesday, May 13, 2015
11:00 A.M.
Room 240**

**Board Members Present:
(Quorum Present)**

Yendelela N. Anderson, Kilpatrick Townsend & Stockton LLP
Stephanie Asbury, Bank of America (Treasurer & Finance Comm. Chair)
Shean L. Atkins, Atlanta Housing Authority
Cassandra Lee Austin, Delta Airlines (Vice-Chair, Acting Chair)
Melissa H. Buckner, TBG Residential
Tabatha Burks, Georgia Department of Labor, South Metro Career Center
Linda Cannon, Cannon-Austin Productions
Tamika Conde, AARP Foundation, SCSEP
Blenda DeBerry, Profast Development Group (Secretary)
Ralph Herrera, Lanza Group. LLC
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Dr. Eloisa Klementich, Invest Atlanta
Amy Lancaster, Metro Atlanta Chamber of Commerce (for Katie Kirkpatrick)
Alex McKenzie, IFS Securities
Annie Matthews, Atlanta Job Corps
Dr. Michael Maze, Atlanta Public Schools
Michael Romesburg, CVS Caremark (Youth Council Chair)
Yves Saint Louis, AFL-CIO (for Jerome Jackson)
Scott Selig, Selig Enterprises, Inc.
Elmir Stancil, GDEcD
Dr. Alvetta P. Thomas, Atlanta Technical College

Board Members Absent:

Ryan Glover, Bounce TV
Mona Kelly, The Coca-Cola Company
Theora Powell, Georgia Vocational Rehabilitation Agency

Guests:

Kelly Green, Founder & CEO, Abilities WORKS Project
Vivian Conquest, Executive Director, Abilities WORKS Project

AWDA Staff:

Michael Sterling, Executive Director
Jennifer Ogunsola, Director of Communications
Karen Simmons, Director of Finance
Tammy Lipsey, Director of Operations
Phillip Olaleye, Director of Performance Management
Pamela Ferrell, Deputy Director of Finance

Lillie Madali, Deputy Director of Operations
Amit Khanduri, Business Relations Manager
Lorraine Rentz-Hughes, Special Events Manager
Jeremie Peterkin, Finance Consultant
Eros Davis, Finance Consultant
Phyllis Bryant, Executive Assistant to the Executive Director
Kristina Garcia-Bunuel, Legislative Analyst and Board Liaison
Sirlathra Joiner, Department of Information Technology
Kiera Nelson, Procurement Officer
LaSharn Harris, Executive Assistant to the Finance and Operations Staff
Matthew Hunn, Business Relations Specialist
Ashley Parker, Senior Career Advisor

Board and Staff Introductions: Board members and AWDA staff went around the room and introduced themselves (see list above).

Call to Order: Cassandra Lee Austin, Vice-Chair/Acting Chair, called the meeting to order at 11:14 am.

Adoption of the Minutes: Shean Atkins made a motion to adopt the February 18, 2015 meeting minutes. Seconded by Mike Romesburg. A subsequent motion was made by Shean Atkins to amend the minutes by adding Yendelela N. Anderson and Melissa H. Buckner as Board members who were present at the February 18, 2015 meeting. Seconded by Ms. Anderson. Amendment approved unanimously. Motion made by Shean Atkins to adopt amended minutes, seconded by Mike Romesburg. Amended February 18, 2015 meeting minutes approved unanimously.

Action Items:

Election of Executive Officers
Executive Director Michael Sterling introduced himself and announced that the Board is now in compliance with Federal and State requirements as pertains to the fact that Local Workforce Investment Boards (LWIBs) must maintain a majority business membership. An additional requirement is that the Board Chair must be elected from the business members of the Board. Shean Atkins made a motion to nominate a slate of Board members to serve as the 2015-2016 Executive Officers. The slate, as put forth to the members by Mr. Atkins, was as follows: Mike Romesburg – Chair; Yendelela Anderson – Vice-Chair; Alex McKenzie – Treasurer; Scott Selig – Secretary. The motion was seconded by Nancy Flake Johnson. The motion was properly seconded and approved unanimously.

One-Stop Career Center Re-Certification Policy
Executive Director Sterling introduced Director of Operations Tammy Lipsey to present the Board with the One-Stop Career Center Re-Certification policy. DoO Lipsey explained that as part of Federal and State laws, One-Stop Career Centers must be re-certified every two years. During the annual monitoring visit conducted last fall, Georgia Department of Economic Development, Workforce Division (“GDEcD, WFD”) found that under the previous leadership, no One-Stop Career Center Re-Certification policy had been developed nor implemented. To assure compliance with applicable laws, the LWIB must adopt such a policy.

DoO Lipsey further explained that the policy consisted of LWIB staff assessing the One-Stop for compliance with stated laws – including proper MOUs/RSAs, as well as conducting a “secret shopper” process to determine the quality of customer service. In addition, DoO Lipsey stated that this re-certification would occur by June 30, 2015. Melissa Buckner asked whether the State had been consulted during the development of the policy. Executive Director Sterling stated that staff had consulted with GDEcD, WFD staff to determine the appropriate policy. Shean Atkins made a motion to approve the One-Stop Career Center Re-Certification policy, the motion was properly seconded and was then approved unanimously.

Board Bylaws

Chair Romesburg introduced Director of Finance Karen Simmons to present a resolution to amend the LWIB bylaws. DoF Simmons explained that the bylaws needed to be amended in order to come into compliance with State law. Article III, Section 3.1 of the Board’s bylaws would be amended to add language from the Official Code of Georgia, Annotated relating to the annual operating budget and for expenditures over \$5000. The need for said amendments was noted in the GDEcD, WFD annual monitoring report, which was conducted last fall. The amendments encompassed the following requirements: that the Board adopt a budget that is included in the local plan submitted to the GDEcD, WFD and that said budget has been approved by the Chief Local Elected Official of the Workforce Area; and that any non-budgeted purchases or expenditures over \$5000 be approved by GDEcD, WFD – except those included in the approved operational budget and to training providers on the approved eligible training provide list. Melissa Buckner asked how many expenditures are made over \$5000 and whether such a requirement will slow down operations. DoF Simmons answered that as long as such expenditures are included in the approved budget they will not require separate approval by GDEcD, WFD. The expenditures impacted are those that are non-budgeted. Executive Director Sterling further explained that for any purchase over \$20,000, AWDA follows the City of Atlanta’s procurement code. A motion was made by Ms. Anderson to approve the amendment to the bylaws; it was properly seconded and adopted unanimously.

FY2015 Operational Budget & Cost Allocation Plan

Chair Romesburg introduced Finance Committee Chair Stephanie Asbury, DoF Karen Simmons and Jeremie Peterkin to present the FY2015 budget. Jeremie Peterkin stated that the FY2015 budget is \$11 million, the majority of which is comprised of WIA/WIOA funding and the remainder being comprised of YouthBuild and Atlanta Housing Authority funding. The Mayor’s Youth Scholarship Program receives funding from private corporate donations and is not part of the federal funding. In addition, \$600,000 is set aside for Building maintenance and upgrades. This was funding previously donated by the developers of Atlantic Station. City Council approved in late 2014, that the funding could be appropriated for building upgrades and maintenance (i.e. modernizing software and hardware for customers and staff, pressure washing of the building’s exterior, painting interior of building, re-carpeting of offices and publicly accessed areas, etc.) Melissa Buckner asked how the FY 2014 budget compared to the FY2015 budget. Mr. Peterkin stated that prior to FY2015, there was not a baseline budget, nor a cost allocation plan for the agency – both issues were cited by GDEcD, WFD in monitoring reports that reviewed the

agency. FY2015 will be the first compliant operating budget and cost allocation plan put forth by the agency. Ms. Buckner asked if FY2015 budget is in alignment with WIOA regulations. Mr. Peterkin stated that the FY2016 budget will meet WIOA regulations as WIOA takes effect on July 1, 2015. Executive Director Sterling further explained that WIOA regulations will be phased in over the next two years. Jeremie Peterkin then presented the FY2015 cost allocation plan for board review. Ms. Anderson asked how much was expended by the Mayor's Youth Scholarship Program. Mr. Peterkin stated that \$966,000 was spent on scholarships. Dr. Klementich asked for the approval process for the budget. Mr. Peterkin stated the LWIB must approve it first, then the Mayor (CLEO for Area 3) and then it is submitted to GDEcD, WFD. Ms. Johnson asked that the funding for the Mayor's Youth Scholarship Program be broken out and Mr. Atkins asked that the STEP Forward budget be broken out as well. DoF Simmons shared that the Mayor's Youth Scholarship Program is broken out on the budget. Ms. Johnson thanked DoF Simmons for pointing out the specific location on the budget sheet where that funding item is enumerated. Ms. Buckner asked what percentage of the total budget is spent on salaries and benefits. Mr. Peterkin stated that salaries and benefits are at 34%. Ms. Anderson asked how the expenses are allocated to each funding stream. Mr. Peterkin stated that the cost allocation plan illustrates how expenses are distributed among each funding stream, depending upon allowability of each cost as defined by federal regulations. A motion was made by Ms. Anderson to approve the FY2015 budget and cost allocation plan and was properly seconded, followed by unanimous approval.

FY2016 Operational Budget & Cost Allocation Plan

Mr. Peterkin presented the FY2016 budget and cost allocation plan. The total budget is \$8.5 million. Seventy-four percent of the budget is WIOA funded, with the remainder divided between other federal funds, such as Atlanta Housing Authority and YouthBuild, and, separately, private donations made to the Mayor's Youth Scholarship program. It was noted that there is a need for additional scholarship funding in the amount of \$972,000. This will require fundraising in the private sector – led primarily by the Mayor's Annual Golf Tournament as well as other planned fund raising events. Ms. Anderson asked why the Adult Services budget shows a planned deficit and the YouthBuild budget shows a planned deficit. DoF Simmons explained that under WIOA, agencies may move up to 100 percent of allocated funds between Adult and Dislocated Worker programs. The budget reflects that AWDA has historically served higher numbers of adults versus dislocated workers. Yet, the AWDA has received formula funding that underestimates the number of adult customers. Since WIOA allows local areas to adjust the budget between Adult and Dislocated Workers during the fiscal year, the deficit can be addressed within federal guidelines. The Board discussed the Mayor's Youth Scholarship Program to determine the fundraising needs. A motion was made by Dr. Klementich to approve the FY2016 budget and was properly seconded. The Budget was adopted by a vote of 20 yeas and one nay (Melissa Buckner).

Guest Presentation:

Kelly Green, Founder & CEO and Vivian Conquest, Executive Director of Abilities WORKS Project presented to the Board the importance – and legal requirement – to hire employees with disabilities. Ms. Green and Ms. Conquest discussed the need for employers to be inclusive in their hiring practices.

Executive Director's Report:**Organizational Restructure**

Executive Director Michael Sterling presented the reorganization of AWDA operations. In alignment with the Maher & Maher report/recommendations, as well as accepted best practices for workforce agencies nationwide, the agency will begin delivering services via function rather than funding stream. Those functions are: customer service, intake/registration, skills development services, supportive services, and placement services.

Fiscal Review

Mr. Peterkin presented the FY2015 year-to-date budget expenditures and stated that the agency was at 55 percent of its budget. Note that the fiscal year began on July 1, 2014. A question was asked as to the ratio of customers served to employees. The ratio is 186 customers per one employee.

Mayor's Youth Scholarship Program

Deputy Director of Finance Pamela Farrell discussed the Mayor's Youth Scholarship Program. UPS has donated \$10,000 to the scholarship program. Director of Communications Jennifer Oguniola presented information about the fundraising efforts including the website (<http://atlmayorsscholarship.org/>) and upcoming ancillary fundraising efforts.

STEP Forward Program

Deputy Director of Operations Lillie Madali presented the Board with information on STEP Forward – the summer youth jobs program. Intake and registration has been occurring every Saturday in May. Approximately 350 youth have registered, the majority of which are in-school youth. Staff has been working with the City of Atlanta's Office of the Public Defender and the Atlanta Police Department's Gang Unit to recruit additional at-risk, out-of-school youth. The intake and registration process has been entirely re-designed to occur over four Saturdays in May and a clear step-by-step process has been created to move registrants through the necessary steps (ie. TABE testing, photo for work badge, assessment, eligibility documents, etc.). Orientation will be held on May 30. Bank of America will provide financial literacy training for the youth and the Society for Human Resource Management will provide work-readiness and workplace communications skills, and ethics training. Jobs begin on June 1 and last for eight weeks.

Partnership with IATSE

Manager of Business Relations Amit Khanduri and Senior Career Advisor Ashley Parker presented information on the agency's partnership with the International Alliance of Theatrical Stage Employees (IATSE) and the Mayor's Office of Film & Entertainment. Mr. Khanduri described the growth of the film industry as a major employer in metro Atlanta. AWDA, IATSE, and the Mayor's Office have created a 17-week pilot program to train 11 individuals in "below the line" occupations

(IATSE has 60 categories of jobs). Melissa Buckner asked how success will be measured. Executive Director Sterling stated that the agency will use the same metrics required by federal law, such as job retention and skills upgrade. In addition, Executive Director Sterling said staff will receive feedback from production companies to continually improve and adapt the program.

Partnership with Westside Works

Executive Director Sterling discussed the current partnership between AWDA, Invest Atlanta, and the Arthur Blank Foundation at the Westside Works location in Vine City. To date, 104 adults have been trained, credentialed, and placed in full-time employment. Eighty percent had background issues. This is significant because of the difficulty ex-offenders have in obtaining full-time, gainful employment.

Acknowledgement:

Chair Romesburg and Executive Director Sterling thanked Stephanie Asbury for her service as a Board member. She will be succeeded by a new Bank of America appointee.

Update:

Performance Metrics

Director of Performance Management Phillip Olaleye presented on the agency's 1st quarter operations. The agency provided 7,602 services on behalf of 3,300 customers. Of those services, 54 percent were intensive and 46 percent were core. Adults are overwhelmingly seeking training, while youth are asking for and receiving internships and on-the-job training. Training assignments are predominantly within the construction industry.

Adjournment:

Chair Romesburg adjourned the meeting at 2:07 pm.